

HOLLY L. WOLCOTT  
CITY CLERK

SHANNON D. HOPPE  
EXECUTIVE OFFICER

# City of Los Angeles CALIFORNIA



OFFICE OF THE  
CITY CLERK

Neighborhood and Business  
Improvement District Division  
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Los Angeles, CA 90012  
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MIRANDA PASTER  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

April 14, 2017

ERIC GARCETTI  
MAYOR

Darin French, Manager  
Los Angeles Neighborhood Initiative,  
800 S. Figueroa Street, Suite 970  
Los Angeles, CA 90017

## **SUBJECT: INSURANCE EXPIRATION DATES –B.L.Q.-PCIO BOULEVARD BUSINESS IMPROVEMENT DISTRICT**

A review of our records indicates the following insurance expiration date(s):

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General Liability Insurance Endorsement expiration date: 10/01/2017

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Directors and Officers Liability Insurance expiration date: 10/01/2017

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Workman Compensation Insurance expiration date: 05/01/2017

Please have your insurance agent submit the renewal certificate electronically through City's Track4LA Insurance Tracking System which is located on our website (<http://track4la.lacity.org>). The agent will get an approval number when the process is complete. In order for us to receive a copy of the confirmation automatically, please include our email addresses [Eugene.Vancise@lacity.org](mailto:Eugene.Vancise@lacity.org) and [Edwin.Hartoonian@lacity.org](mailto:Edwin.Hartoonian@lacity.org) in the renewal process.

As outlined in the Contract No. C-124247, it is your responsibility to make sure that your insurance requirements are in effect during the duration of this Contract. Please understand that we are unable to process any payments until acceptable insurance is provided.

If you have any questions, please contact of my staff Rosemary Hinkson at 213-978-1082.

Sincerely,

Miranda Paster, Division Manager  
Neighborhood and Business Improvement Division

MP:RH:eh